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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Request Notification of Change

(NASA Only)

Subject: NASA Records Retention Schedules (w/Change 5, 6/26/09)

Responsible Office: Office of the Chief Information Officer

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Chapter 6. NRRS 6

Transportation

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices. This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in this schedule pertain to the movement of goods and persons under Government orders. The records include bills of lading, transportation requests, vouchers, and similar records, including those prescribed by Title 5 of the General Accounting Office Policy and Procedures Manual. Copies of some of these records used to support payments become a part of the accountable officers' accounts, or are accounting posting media. Their disposition and description may be covered by NASA Records Retention Schedule 9.

Movement of Goods

The key record is the bill of lading, of which there are copies for consignors, consignees, and the carriers themselves. The documents related to and normally filed with the bill of lading are varied and often voluminous. These may consist of shortage and demurrage reports, invoices, and other information which documents the transaction. Included are records relating to the shipment of household effects, authorized by law and regulations for military personnel and for civilian employees of the Government. Agencies shipping certain valuables under the Government Losses in Shipment Act, which insures against loss, retain copies of schedules of material shipped, documents relating to claims which may ensue, and other pertinent records.

Movement of Personnel

These records include copies of travel orders, authorizing travel and subsequent payment, and

standard form vouchers showing payment for official travel. These records are covered under Schedule 9.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided for under NASA Schedule 2 and NASA Schedule 10, Records Common to Most Offices.

AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OR RECORD SERIES	RETENTION <Authority>
6000-6999		TRANSPORTATION	(see below)
	0.1	<p>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>This disposition applies to electronic copies of all items covered under Disposition Job N1-255-89-4 in the NASA Records Retention Schedule 6.</p> <p>This disposition does not apply to any item already covered by the General Records Schedules.</p>	

		A. Electronic copies created on electronic mail and word processing systems that have no further administrative value after recordkeeping copy is made.	DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED AND DISSEMINATION, REVISION, OR UPDATING IS COMPLETED. <DA: N9-255-00-04>
		B. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	DELETE WHEN DISSEMINATION, REVISION OR UPDATING IS COMPLETED. <DA: N9-255-00-04>
6000		Transportation (General)	Contact Center Records Mgr.
6010		Definition of Terms	Contact Center Records Mgr.
6020		Transportation Officers	Contact Center Records Mgr.
6022		Appointment and Responsibilities	Contact Center Records Mgr.
6030		Transportation Planning	Contact Center Records Mgr.
6040		Relationships with Other Government Agencies	Contact Center Records Mgr.
6041		Participation before Regulatory Agencies	Contact Center Records Mgr.
6050		Transportation Publications, Records, and Reports	Contact Center Records Mgr.
6051		Preparation of Government Bills of Lading	(see below)
6051	1	PREPAID BILLS OF LADING A. <u>INBOUND SHIPMENTS</u>	
		Documents relating to inbound shipments where freight charges are prepaid by the shipper, Included are receiving documents,	DESTROY WHEN 2 YEARS OLD <DA: N1-255-89-4> (N 22-8)

		commercial bills of lading, freight bills, transit privilege bills of lading cross-reference sheets, similar documents, and related correspondence.	
		B. <u>OUTBOUND SALVAGE</u>	
		Documents relating to outbound shipments of salvage or rejected material to consignees who assume necessary freight charges for shipment.	DESTROY WHEN 1 YEAR OLD. <DA: N1-255-89-4> (N 22-7)
	1	C. <u>ALL OTHER COPIES</u>	DESTROY WHEN OBSOLETE, SUPERSEDED, OR WHEN 2 YEARS OLD WHICHEVER IS SOONER. <DA: N1-255-89-4>
6100		Commercial Freight Services	(see below)
6100	2	FREIGHT FILES (SHIPPING) Records relating to freight consisting of export certificates, transit certificates, demurrage card record books, shipping documents pertinent to freight classification, memorandum copies of Government/commercial bills of lading, shortage and demurrage reports, original vouchers and support documents covering charges of settled fiscal accounts, including registers and other control documents, and all supporting documents, including records relating to the shipment of household goods.	

		A. Issuing office copies of Government or commercial bills of lading commercial passenger transportation vouchers (SF 1113A) and transportation requests (SF 1169), travel authorizations and supporting documents.	DESTROY 6 YEARS AFTER THE PERIOD OF THE ACCOUNT. [GRS 9-1c]
		B. Records covering payment for freight/transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household goods; the charges for which are published in tariffs lawfully on file with the Interstate Commerce Commission (ICC) or based on tenders or quotations, pursuant to Section 22 of the Interstate Commerce Act offering a reduction from the published ICC tariffs, EXCLUDING those covered by item 2D of this schedule.	DESTROY 6 YEARS AFTER THE PERIOD OF THE ACCOUNT. [GRS 9-1a]
		C. Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents, but EXCLUDING those covered by Item 2D of this schedule.	DESTROY 6 YEARS AFTER THE PERIOD OF THE ACCOUNT. [GRS 9-1a]

		D. Records covering payment for commercial freight/transportation charges for services for which: 1) Notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved; 2) deduction or collection action has been taken; 3) voucher contains inbound transit shipment(s); 4) parent voucher has print of paid supplemental bill associated; 5) voucher has become involved in litigation; or, 6) any other condition that requires the voucher to be retained beyond the 3- or 6-year disposal period, such as detection of an overcharge/undercharge.	DESTROY WHEN 10 YEARS OLD. [GRS 9-1b]
	2	E. Obligation copy of commercial passenger transportation vouchers.	DESTROY WHEN FUNDS ARE OBLIGATED [GRS 9-1d]
		F. Unused ticket redemption forms, such as SF 1170.	DESTROY 3 YEARS AFTER THE YEAR IN WHICH THE TRANSACTION IS COMPLETED. [GRS 9-1e]
		G. All other offices/copies.	DESTROY WHEN 1 YEAR OLD <DA: N1-255-89-4>
6110		Freight Rates, Charges and Classification	(see below)
6110	3	CARRIER RATE TENDER FILES	

		Documents relating to solicited or unsolicited tenders or reduced rates and/or tariffs submitted by commercial carriers for the transportation of freight.	DESTROY 1 YEAR AFTER RATES OR TARIFFS BECOME SUPERSEDED OR RESCINDED <DA: N1-255-89-4> (N 22-10)
6120		Freight Traffic Negotiations	(see below)
6120	4	FREIGHT RATE NEGOTIATION FILES Documents relating to negotiations with carriers or carrier's associations on transportation rates, freight classifications, and similar matters.	DESTROY WHEN SUPERSEDED, OBSOLETE, OR WHEN NO LONGER REQUIRED FOR CURRENT OPERATIONS OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-89-4> (N 22-11)
6130		Carrier and Mode Selection	Contact Center Records Mgr.
6140		Accessorial Transportation Services	Contact Center Records Mgr.
6200		Traffic Management Programs	(see below)
6200	5	TRAFFIC MANAGEMENT FEASIBILITY STUDIES	
		Reports, publications, proposals, and all other documents relating to studies of various transportation modes and methods.	DESTROY WHEN STUDY BECOMES OBSOLETE, SUPERSEDED, OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-89-4>
6210		Procurement Traffic Management	Contact Center Records Mgr.
6220		Loss and Damage in Transit	(see below)
6220	6	LOST, DAMAGED, OR IMPROPER SHIPMENT FILES	

		Documents used for reporting shipments received from NASA agencies contractors, and other Government agencies in damaged or otherwise unsatisfactory condition because of deficiencies in preservation, packing, packaging, marking, loading, storage, or handling. Included are records of schedules of valuables shipped, correspondence reports, and other records relating to the administration of the Government Losses in Shipment Act.	DESTROY WHEN 6 YEARS OLD. [GRS 9-2]
6300		Transportation of Unusual or Hazardous Cargo	Contact Center Records Mgr.
6310		Export Traffic	Contact Center Records Mgr.
6320		Import Traffic	Contact Center Records Mgr.
6330		Explosives and Other Dangerous Articles	(see below)
6330	7	SHIPMENT OF HAZARDOUS/RADIOACTIVE MATERIALS	
		Shipping forms and all related records concerning the shipment of hazardous/toxic wastes and radioactive materials.	RETIRE RECORDS TO FRC WHEN 3 YEARS OLD. DESTROY WHEN 13 YEARS OLD. <DA: N1-255-89-4> (N 21-10)
6330	8	MOTOR CARRIERSÕ EXPLOSIVE OPERATING AUTHORITY	

		Correspondence and related documents with commercial carriers concerning their facilities and procedures for transporting explosives and other dangerous articles.	DESTROY 2 YEARS AFTER AUTHORITY IS SUPERSEDED OR RESCINDED. <DA: N1-255-89-4> (N 22-12)
6340		Oversize and Overweight Cargo	(see below)
6340	9	SIZE AND WEIGHT LIMITS-HIGHWAY	
		Documents relating to individual state requirements regarding size and weight of vehicles permitted to travel state highways.	DESTROY 1 YEAR AFTER REQUIREMENTS ARE SUPERSEDED OR RESCINDED. <DA: N1-255-89-4> (N 22-13)
6350		Classified Cargo	Contact Center Records Mgr.
6400		Preparation and Handling of Cargo	Contact Center Records Mgr.
6410		Preservation, Packaging, and Packing Supplies and Equipment	Contact Center Records Mgr.
6420		Loading, Blocking and Bracing	Contact Center Records Mgr.
6430		Operation and Maintenance of Materials Handling Equipment	Contact Center Records Mgr.
6500		Special Airlift Services	Contact Center Records Mgr.
6600		Transportation and Transport Engineering	Contact Center Records Mgr.
6610		Movement of Large Launch Vehicles	Contact Center Records Mgr.
6620		NASA Transportability	(see below)
6620	10	HIGHWAY MOVEMENT PERMITS	

		Documents relating to permits obtained from pertinent state and local authorities for vehicular movements exceeding legal weight or dimension limitation, movement of hazardous waste/radioactive materials, or other legal requirements. Included are permits; documents reflecting such data as type of equipment, gross weight, axle or truck loads, height, width, and length; origin and destination of movement; nature of cargo; similar documents and related correspondence.	DESTROY 3 YEARS AFTER COMPLETION OF MOVE * ALSO SEE ITEMS 7, 8, AND 9 OF THIS SCHEDULE. <DA: N1-255-89-4> (N 22-15)
6700		Motor Vehicle Operation and Management	(see below)
6700	11	MOTOR VEHICLE RECORDS & OPERATION AND MANAGEMENT	
		<u>A. CORRESPONDENCE</u>	
		Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.	DESTROY WHEN 2 YEARS OLD [GRS 10-1]
		<u>B. PARKING PERMIT CONTROL FILES</u>	
		Documents relating to the administration and allotment of parking spaces and used to control the issuance and withdrawal of permits and record violations by holders of permits.	DESTROY UPON TRANSFER OR SEPARATION OF PERMIT HOLDER OR WHEN PERMIT IS SUPERSEDED OR REVOKED, WHICHEVER IS SOONER. <DA: N1-255-89-4> (N 12-25)

		C. <u>GASOLINE FILES</u> Documents relating to the issuance of gasoline, including issue forms and reports.	DESTROY WHEN 1 YEAR OLD. <DA: N1-255-89-4> (N 4-8)
6710		D. VEHICLE REPORT FILES	
		1. Reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data, and SF 82-D, Agency Report of Sedan Data.	DESTROY 3 YEARS AFTER DATE ON REPORT. [GRS 10-4]
		1. Records relating to motor vehicle accidents, maintained by transportation offices, including SF 91, Motor Vehicle Accident, SF 91A, Investigation Report of Motor Vehicle Accident, and SF 94, Statement of Witness.	DESTROY 6 YEARS AFTER CASE IS CLOSED. [GRS 10-5]
6720		E. <u>VEHICLE RELEASE/REGISTRATION & DRIVER RECORDS</u>	
		1. Records relating to transfer, sale, donation, or exchange of vehicles, including SF 97A, Agency Record Copy of U.S. Government Certificate of Release of Motor Vehicle.	DESTROY 4 YEARS AFTER VEHICLE LEAVES AGENCY CUSTODY. [GRS 10-6]
		2. Documents used for the registration of privately-owned vehicles and information on individual drivers.	DESTROY 1 YEAR AFTER EXPIRATION OR REVOCATION. <DA: N1-255-89-4> (N 12-26)
6730		F. <u>OPERATOR RECORDS</u>	
		Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe	DESTROY 3 YEARS AFTER SEPARATION OF EMPLOYEE(S) OR 3 YEARS AFTER RECISION OF AUTHORIZATION TO

		driving awards, and related correspondence.	OPERATE GOVERNMENT-OWNED VEHICLE, WHICHEVER IS SOONER. [GRS 10-7]
	11	G. <u>TRIP TICKETS</u>	
		Trip ticket files, includes daily trip tickets.	DESTROY WHEN 1 YEAR OLD <DA: N1-255-89-4> (N 14-7)
6740		H. <u>DAILY UTILIZATION RECORDS</u>	
		Documents completed by dispatcher and operator to provide information relative to the daily use of vehicle(s).	DESTROY AFTER REQUIRED TRANSFER OF INFORMATION TO OTHER RECORDS, UNLESS REQUIRED FOR ACCIDENT INVESTIGATION (SEE ITEM 11D(2)) OR TAX PURPOSES, OTHERWISE, DESTROY WHEN 3 YEARS OLD WHICHEVER IS SOONER. <DA: N1-255-89-4> (N 14-10)
		I. <u>OPERATION AND MAINTENANCE FILES</u>	
		1. Operating records including those relating to gas and oil consumption, dispatching, and scheduling.	DESTROY WHEN 3 MONTHS OLD. [GRS 10-2a]
		2. Maintenance records, including those relating to service and repair.	DESTROY WHEN 1 YEAR OLD. [GRS 10-2b]
		J. <u>CAR SEAL BOOK FILES</u>	

		Books containing accountable office records of the receipt and disposition of car seals and maintained to facilitate monthly inspection as to whether the seals were properly expended.	DESTROY 1 YEAR AFTER DATE OF LAST ENTRY. <DA: N1-255-89-4> (N 22-6)
6752		K. <u>VEHICLE COST FILES</u>	
		Motor vehicle ledger and worksheets providing cost and expense data.	DESTROY 3 YEARS AFTER DISCONTINUANCE OF LEDGER OR DATE OF WORKSHEET. [GRS 10-3]
6770		L. <u>VIOLATION CASE FILES</u>	
		Reports, statements of witnesses, warning notices, and other case papers relating to arrest, commitments, and traffic violations.	DESTROY WHEN 2 YEARS OLD [GRS 18-14b]
		M. <u>LEASED VEHICLES</u> Case files on vehicles leased from GSA, including agency's copy of GSA Form 1152, statements regarding service to vehicle by other than GSA, service and inspection work orders, and motor vehicle use records.	
		1. GSA Form 1152	DESTROY 4 YEARS AFTER VEHICLE IS RETURNED TO GSA <DA: N1-255-89-4> (N 14-6a)
	11	2. All other records related to leased vehicles.	DESTROY 1 YEAR AFTER COMPLETION OF ACTION. <DA: N1-255-89-4> (N 14-6b)
		N. <u>ALL OTHER OFFICES/RECORDS</u>	

		Records maintained by office other than the office of primary responsibility for operation, management, and control over agency vehicles and motor vehicle records.	DESTROY WHEN NO LONGER NEEDED, OR WHEN 1 YEAR OLD WHICHEVER IS SOONER. <DA: N1-255-89-4>
6710		NASA Motor Vehicle Program	Contact Center Records Mgr.
6720		Vehicle Authorization and Acquisitions	Contact Center Records Mgr.
6730		Vehicle Operations and Control	(see below)
6730	12 PASR	GOVERNMENT MOTOR VEHICLE OPERATORS PERMIT RECORDS-NASA 10 GMVP	
		Records in this system consist of NASA employees, contractor employees other Federal and state government employees, their names, home address Social Security Numbers, physical description of individual, physical condition of individual, parking permit numbers, and traffic record.	MAINTAIN RECORDS FOR A PERIOD OF 3 YEARS AFTER PERMIT EXPIRES OR UNTIL PERMIT HOLDER LEAVES THE AGENCY OR REQUESTS CANCELLATION, WHATEVER IS SOONER. [GRS 10-7]
6740		Vehicle Maintenance and Motor Pools	Contact Center Records Mgr.
6750		Vehicle Accidents	Contact Center Records Mgr.
6752		Lost, Damaged, and Destroyed Vehicles	Contact Center Records Mgr.
6760		Vehicle Marking and Identification	Contact Center Records Mgr.
6770		Leased and Rented Vehicles	Contact Center Records Mgr.
6780		Automotive Equipment	Contact Center Records Mgr.

6800		Passenger Transportation	Contact Center Records Mgr.
6810		Local Passenger Service	Contact Center Records Mgr.
		END OF SCHEDULE	

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